



Republic of the Philippines
PROVINCE OF CAVITE
 City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 20-2019
 Series of 2019

AN ORDINANCE AMENDING TWO (2) PLANTILLA POSTIONS IN THE CITY ADMINISTRATOR'S OFFICE AND IN THE CITY LEGAL OFFICE CURRENTLY DENOMINATED AS "SUPERVISING ADMINISTRATIVE OFFICER" TO INLCUDE PARENTHETICAL POSITION AND JOB RESPONSIBILITIES.

Sponsored by: Hon. Miguel N. Bautista, Hon. Victorio L. Guerrero, Jr. and Hon. Roberto R. Javier.

Co-Sponsored by: Hon. Roberto L. Advincula, Hon. Rowena Bautista-Mendiola, Hon. Leandro A. De Leon, Hon. Mac Raven Espiritu, Hon. Adrielito G. Gawaran, Hon. Hernando C. Gutierrez, Hon. Alejandro F. Gutierrez, Hon. Gaudencio P. Nolasco, Hon. Alde Joselito F. Pagulayan, Hon. Reynaldo D. Palabrica and Hon. Michael E. Solis.

WHEREAS, on 21 June 2019, a letter from the City Legal Office was endorsed to the Sangguniang Panlungsod requesting for an ordinance amending Two (2) Plantilla Positions in the City Administrator's Office and in the City Legal Office currently denominated as "Supervising Administrative Officer" to include its parenthetical position and job responsibilities as follows:

Office	Position	Salary Grade	Duties and Responsibilities
City Administrator's Office	Supervising Administrative Officer (Administrative Officer IV)	SG 22	<ol style="list-style-type: none"> Supervises staff in the performance of assigned tasks; Takes charge in the procurement of supplies and tracking of documents; Prepares simple and difficult communications as per instruction from higher supervisor; Facilitates/assists personnel in the preparation of budget plans, leave forms, OPCR/IPCR, other office administration documents, travel documents and liquidates the same after travel; Takes charge in the preparation and

DISTRICT I

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HON. ALEJANDRO F. GUTIERREZ
 City Councilor

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HON. ALDE JOSELITO F. PAGULAYAN
 City Councilor

HON. ROBERTO R. JAVIER
 City Councilor

HON. REYNALDO D. PALABRICA
 City Councilor/Liga ng Argy. President

HON. MAC RAVEN ESPIRITU
 City Councilor - SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.
 Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE SANDOZ-EVARISTO
 City Vice Mayor/Presiding Officer

Approved by:

HON. LANI MERCADO-REVILLA
 City Mayor



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[Signature]
 HON. MAC RAVEN ESPIRITU
 City Councilor - SK Federation President

Assisted by:

[Signature]
 ATTY. KHALID A. ATEGA, JR.
 Sangguniang Panlungsod Secretary

Certified by:

[Signature]
 HON. CATHERINE SAMSON EMARISTO
 City Vice Mayor/Presiding Officer

Approved by:

[Signature]
 HON. LANI MERCADO-REVILLA
 City Mayor

				documentation of PPAs, accomplishment reports and other similar activities; and
				6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.
City Office	Legal	Supervising Administrative Officer (Administrative Officer IV)	SG 22	1. Supervises staff in the performance of assigned tasks; 2. Takes charge in the procurement of supplies and tracking of documents; 3. Prepares simple and difficult communications as per instruction from higher supervisor; 4. Facilitates/assists personnel in the preparation of budget plans, leave forms, OPCR/IPCR, other office administration documents, travel documents and liquidates the same after travel; 5. Takes charge in the preparation and documentation of PPAs, accomplishment reports and other similar activities; and 6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.

WHEREAS, the said request was referred to the Committee on Ethics, Appointment & Government Reorganization headed by Councilor Miguel N. Bautista for further study and evaluation;

WHEREAS, a Committee Report was submitted to the council recommending that the said request of the City Legal Office be approved.

WHEREAS, the abovementioned matter was deliberated upon and approved by the council.



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 City Councilor - SK Federation President

Attested by:
[Signature]
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 Sangguniang Panlungsod Secretary

Certified by:
[Signature]
 HON. CATHERINE SARINO-EBARISTO
 City Vice Mayor/Presiding Officer

Approved by:
[Signature]
 HON. LANI MERCADO-REVILLA
 City Mayor

NOW, THEREFORE, be it ordained by the Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

Section 1. The following plantilla parenthetical positions and its job responsibilities under the City Administrator's Office and the City Legal Office currently denominated the positions as "Supervising Administrative Officer" are hereby included, to wit:

Office	Position	Salary Grade	Duties and Responsibilities
City Administrator's Office	Supervising Administrative Officer (Administrative Officer IV)	SG 22	<ol style="list-style-type: none"> Supervises staff in the performance of assigned tasks; Takes charge in the procurement of supplies and tracking of documents; Prepares simple and difficult communications as per instruction from higher supervisor; Facilitates/assists personnel in the preparation of budget plans, leave forms, Office Performance Commitment Review (OPCR)/ Individual Performance Commitment Review (IPCR), other office administration documents, travel documents and liquidates the same after travel; Takes charge in the preparation and documentation of PPAs, accomplishment reports and other similar activities; and Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.
City Legal Office	Supervising Administrative Officer (Administrative Officer IV)	SG 22	<ol style="list-style-type: none"> Supervises staff in the performance of assigned tasks; Takes charge in the procurement of supplies and tracking of documents; Prepares simple and difficult communications as



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 City Councilor - SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.
 Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE SABINO EVARISTO
 City Vice Mayor/Presiding Officer

Approved by:

HON. LANI MERCADO-REVILLA
 City Mayor

			<p>per instruction from higher supervisor;</p> <p>4. Facilitates/assists personnel in the preparation of budget plans, leave forms, Office Performance Commitment Review (OPCR)/ Individual Performance Commitment Review (IPCR), other office administration documents, travel documents and liquidates the same after travel;</p> <p>5. Takes charge in the preparation and documentation of PPAs, accomplishment reports and other similar activities; and</p> <p>6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.</p>
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Section 2. Date of Effectivity. --This Ordinance shall take effect immediately after it has been published once in a newspaper of general circulation in the City of Bacoor and after it has been approved by the Sangguniang Panlalawigan of Cavite.

Section 3. Separability. -- Any provision of this Ordinance declared void by any court of law shall not affect the other provisions hereof not affected by such declaration.

Section 4. Dissemination. -- The Sangguniang Panlungsod Secretariat is hereby directed to furnish the following with certified true copies of this Ordinance:

- a) the City Administrator's Office;
- b) the City Legal Office;
- c) the Human Resources Development and Management Department;
- d) the City Budget Office; and
- e) all other government offices and agencies concerned.

APPROVED this 29th day of July 2019 by the 4th Sangguniang Panlungsod of Bacoor during its regular session assembled.





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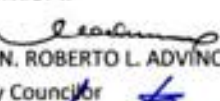

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

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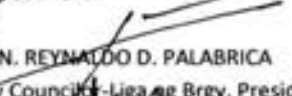

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Attested by:

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Sangguniang Panlungsod Secretary

Certified by:

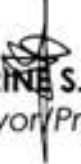
HON. CATHERINE SARINO-EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

HON. LANI MERCADO-REVILLA
City Mayor

I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved in accordance with law.

Certified by:


HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Attested by:


ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Approved by:


HON. LANI MERCADO-REVILLA
City Mayor

Date of Approval: SEP 03 2019